



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V61-19

OPENING DATE: 1 November 2019 **CLOSING DATE:** 22 November 2019
(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Staff Assistant 2, P14 (Honor Guard) (Unclassified)
(\$40,079.44 – Starting salary for new hire)

DUTY STATION: NJ Department of Military and Veterans Affairs
BG William C. Doyle Veterans Memorial Cemetery, Wrightstown, NJ

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees who meet the requirements listed below. Selection will be made from among the best qualified.

DESCRIPTION OF POSITION: Perform military honors for all funerals as directed. Honors include but are not limited to: Folding of the flag; presentation of the flag to next of kin; acting as member of firing party; the electronic playing of taps; acting as pallbearer. Man the cemetery reception desk, greet visitors and answer questions, direct visitors to specific gravesites, conduct pre-registrations and schedule interments. Ensure that the area where services are to be performed (i.e. chapel, committal shelter, gravesite, etc.) are acceptable and in the proper order for the service, to include: cleanliness of the area; arrangement of chairs, church cart, podium, sound system, etc. Perform other duties as assigned.

To apply for this position, each applicant must be a member of the National Guard, Reserves, Naval Reserves, or Naval Militia or retired member of the United States Armed Forces, authorized to wear the Military uniform, comply with military height and weight standards of their branch of service, wear a dress military uniform each day, and be properly trained in military drill and ceremony.

REQUIREMENTS: Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-6l.

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

NOTE: Must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

EXPERIENCE: One (1) year of military experience to include formal training in drill and ceremonies.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: Must possess a Final Secret Clearance

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.